



City of Reno  
Purchasing Division  
P.O. Box 1900  
Reno, NV 89505

March 11, 2015

### **Request for Proposal 030115 – Janitorial Services**

**All potential participants: Please note that for your qualifications to be considered, you must sign and attach this addendum to your response. Failure to do so may be cause for disqualification of your response.**

#### **Additional Information**

The contract shall be effective for a two year period from the date approved by the City Council. The City shall reserve the option to renew any resultant agreement from this invitation to Bid, for two (2) one (1) year extensions, at the sole option of the City of Reno.

#### **Question # 1**

*"The bid bond requirement in the bid proposal is extremely excessive, and not a standard requirement in most janitorial service bids. The cost of a bid bond (or cashiers check) in the amount of 5% of the total two-year project would be in the tens of thousands of dollars, and will preclude us from submitting a proposal to the City of Reno. We do not, as a standard practice, pay to have our bids considered. Please clarify what is required for the bid bond, as I'm sure I must be misunderstanding this requirement."*

#### **Answer # 1**

A bid bond will not be required for this bid. Once the lowest responsive bidder(s) are selected and a contract is awarded, a performance bond in the amount of 100% of the total of one year's services is required.

#### **Question # 2**

*Will the successful bidder be required to maintain current staff to perform services?*

#### **Answer # 2**

The successful bidder must provide competent, professional staff of their own choosing. If the successful bidder wishes to employ current janitorial staff it is at their own discretion.

#### **Question # 3**

*What is the current list of vendors for each location?*

#### **Answer # 3**

J & L currently clean Group 1 and Group 2 locations. Qual-Econ USA Inc currently maintains Group 3 locations.

**Question # 4**

*What is the current pricing for each facility?*

**Answer # 4**

Current Pricing for the most current available 12 month period is as follows:

	REGULAR	AS NEEDED/ ADDITIONAL SERVICES
Group 1 City Hall	77,700.00	14,634.00
Group 1 City Hall Exterior Sweeping	4,752.00	-
Total Group 1	82,452.00	14,634.00
Group 2 Bowling Stadium Substation	2,400.00	-
Group 2 Citicenter Food Truck Fridays	-	360.00
Group 2 Citicenter Police Substation	7,080.00	-
Group 2 Corporation Yard	15,240.00	-
Group 2 Idlewild Park Maintenance	2,400.00	-
Group 2 Main RPD	37,200.00	522.00
Group 2 Neil Road Senior Center/ Police Substation	20,400.00	-
Group 2 Oxbow Park	3,000.00	-
Group 2 Plumas Gym	2,400.00	-
Group 2 ROP at 264 Keystone	3,888.00	-
Total Group 2	94,008.00	882.00
Group 3 AMTRAK	18,144.00	-
Group 3 California Building	-	7,260.00
Group 3 Citicenter Park	15,444.00	-
Group 3 Fire Station #11 Training Center	1,020.00	300.00
Group 3 Horseman's Clubhouse	-	561.00
Group 3 McKinley Arts & Culture	18,240.00	1,254.00
Group 3 Mira Loma Maintenance	1,620.00	-
Group 3 Northeast Community Center	41,940.00	1,695.00
Group 3 Paradise Park	3,240.00	-
Group 3 Southside School	2,340.00	165.00
Group 3 Stead Sewer Plant Office	660.00	-
Total Group 3	102,648.00	11,235.00
Total Janitorial Services	279,108.00	26,751.00

**Question #5**

*"With regard to periodic services such as carpet cleaning / strip and wax / etc -- Are the costs per sq. ft. inclusive to our bid price, or will they be billed separately upon completion?"*

**Answer #5**

The cost for additional services will be billed separately upon completion of the service.

**Question #6**

*"For the locations noted \*only clean when needed\* (Horesman's park, etc.) and the on call items for services like cleaning the Mckinley Arts and Southside School auditoriums -- are you looking for a price per clean here? Do these factor into the cost per month, or would you like them priced separately?"*

**Answer #6**

For the locations noted to be cleaned only when needed, please provide the price per cleaning. These costs should be noted separately so the cost per month is reflected as the lowest cost possible for each month. The additional and as needed services will be reflected separately.

**Question #7**

*"If the on call services are inclusive to our bid price, is there any way to give me an estimate on how often they will need cleaning?"*

**Answer #7**

The call for additional service will vary based on special events and rentals that require cleaning or extra cleaning. The frequency of the calls for additional service is estimated to be two or three a month on average.

I \_\_\_\_\_ of \_\_\_\_\_  
Print Name Firm Name

acknowledge receipt of Addenda #1 (4 pages) for RFP 030114 on \_\_\_\_\_.  
Date

This addendum must be signed and returned with your documents.

Matthew Taylor  
Senior Management Analyst